

# Accessing web-based printing at CCS

As a CCS student, you can print to any lab printer from your laptop or mobile device using the Papercut web-based printing system.

To get started, open a web browser and type in **ccsprint.collegeforcreativestudies.edu**.

ccsprint.collegeforcreativestudies.edu

## PaperCutMF

Please see Printing Manual for details on using CCS Flex (Blackboard) dollars for printing

Username

Password

Language

The Papercut login page will load. Type in your CCS username and password, and click “Log in”.

## PaperCutMF

### Summary

- Summary
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Log Out

Username	wbee (Worker Bee)
Balance	\$0.00
Total print jobs	0
Total pages	0

#### Activity

Balance history for wbee

\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	

Once logged in, your Papercut account summary page will appear.

Along the left column, click the link “Web Print”, which will take you to the Web Print section.

Click the link “Submit a Job”.

- Jobs Pending Release
- Web Print**
- Log Out

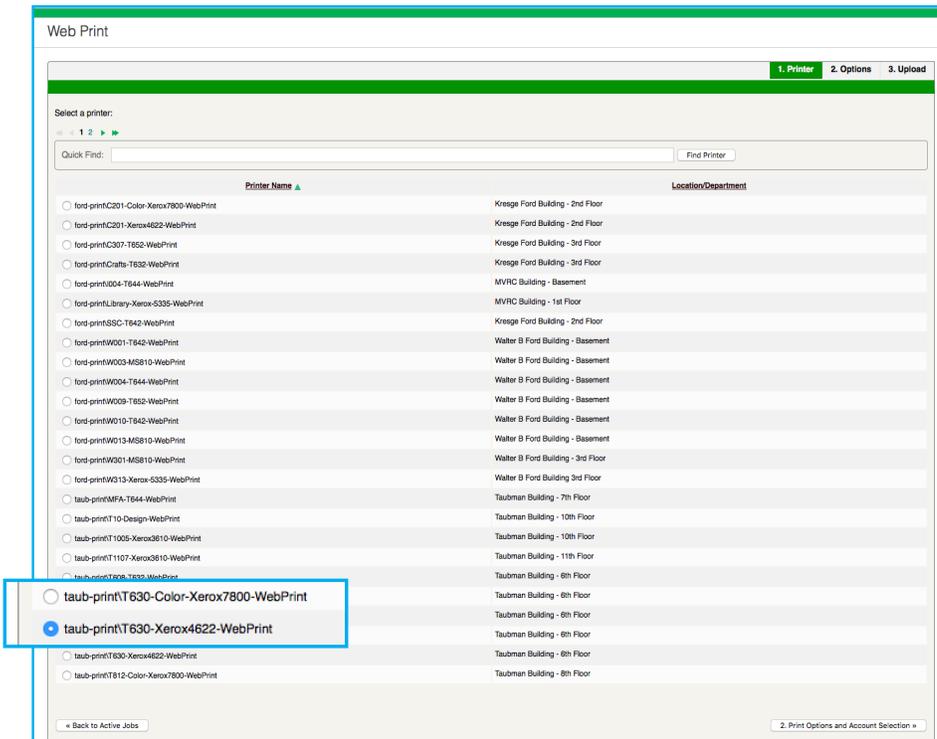
## Web Print

Web Print is a service to enable printing for laptop/wireless devices. To upload a document for printing, click Submit a Job below. \*\*\* Documents are Limited to 100MB or Less \*\*\*

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

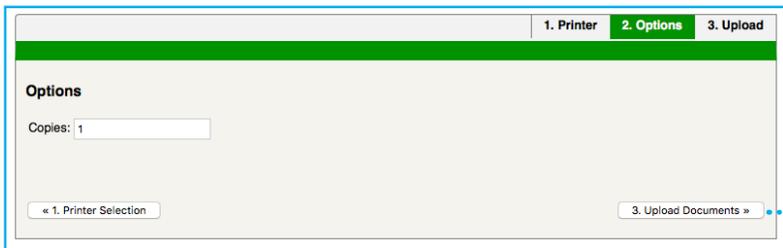
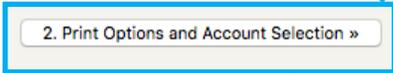
[Submit a Job »](#)



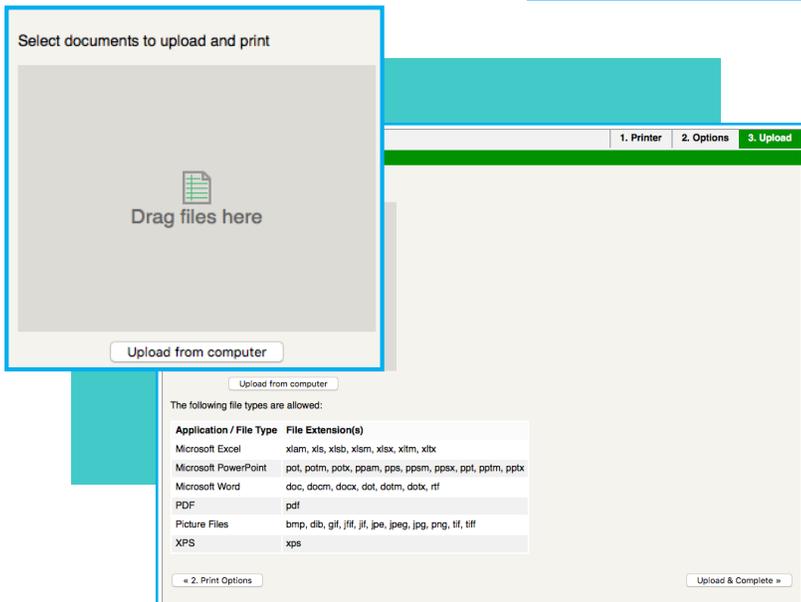
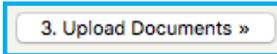
You will see a list of all of the available lab printers.

**(1)** To print, select the button next to the printer you wish to print to.

Then click the “Print Options and Account Selection” button at the bottom-right corner of the screen.



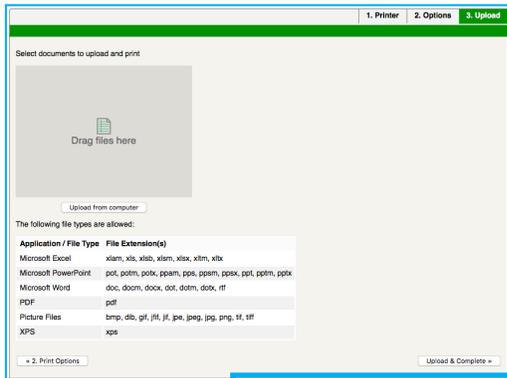
**(2)** Enter the number of copies you would like to print, then click the “Upload Documents” button at the bottom-right corner.



**(3)** In the Upload section, drag the file(s) you would like to print onto the “Drag files here” space.

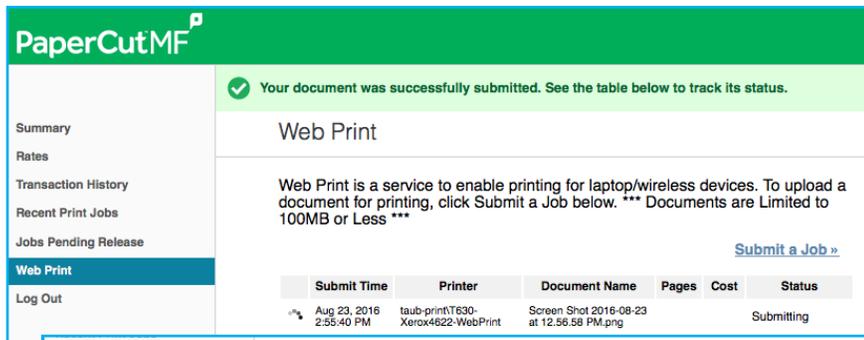
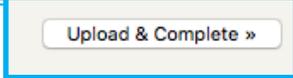
Make sure that your documents conform to the file types listed below. **Note that .PSD files are not on the list.**

For image files, it is best to convert them to Adobe PDF files before submitting. After doing so, check the file size to be sure it is **100MB or less.**



Please note that there is a 100MB limit for print jobs sent via the CCS Web Print system.

Click “Upload & Complete” to submit the print job.

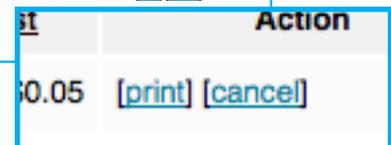
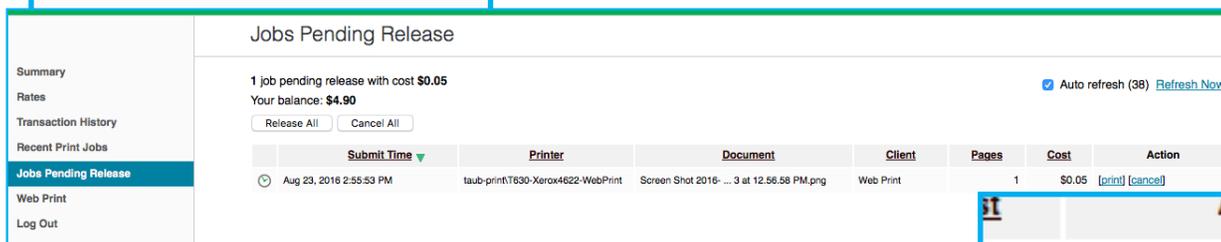
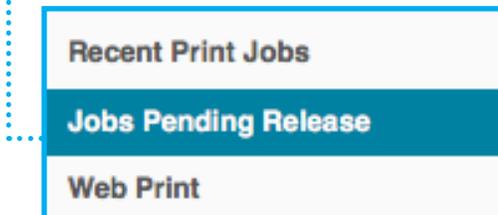


(4) The Web Print page will re-appear, showing it is processing the print job that you just submitted.

Once finished processing, the print job will display the status “Held in a Queue”.



(5) To release your job from the queue, click the “Jobs Pending Release” link along the left column.



In the “Jobs Pending Release” section, **make sure to check the correct printer you want to print to is listed.** If so, at the right side of your job, click “Print” to confirm the print job, and it will then print to the printer you selected. Or, click “Cancel” to cancel the job.

To confirm that your job has printed, click “Recent Print Jobs”.

**If you are experiencing problems printing, create a Help Desk ticket on the CCS Blackboard page or call the Help Desk at (313) 664-7818.**